

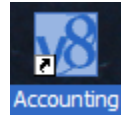
MicroStation Interface Setup

AEC APPLICATIONS

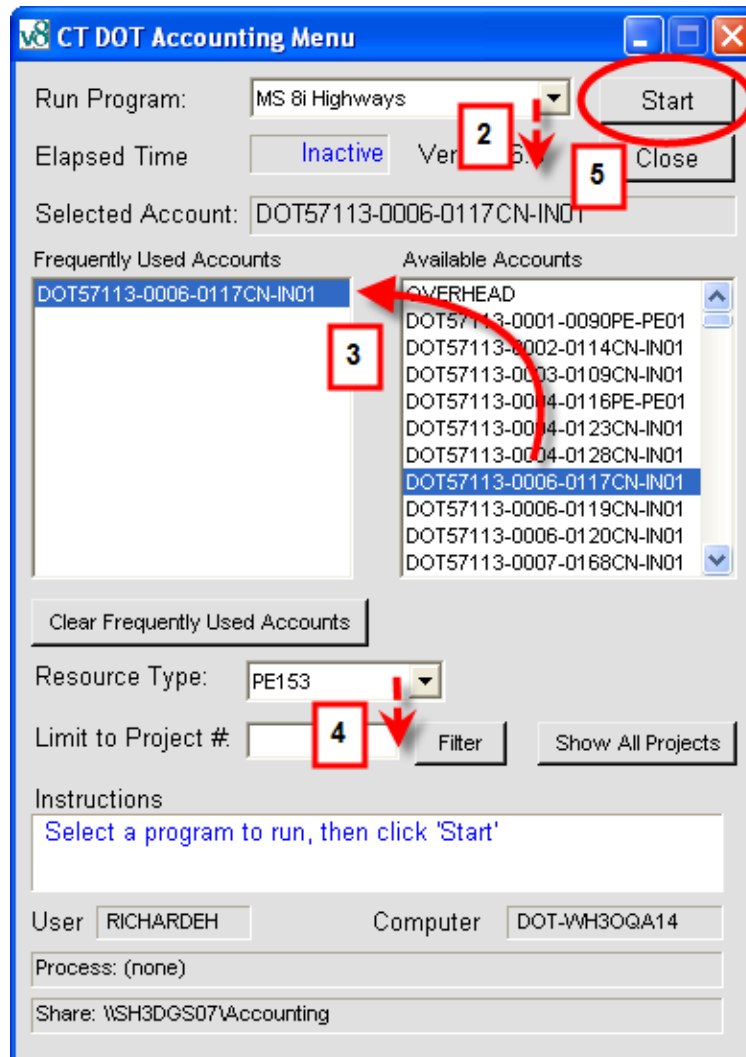
February 7, 2014

This workflow needs to be followed the first time into each version of MicroStation

1. Double click on the **Accounting** icon located on your desktop.



2. Within the Accounting Menu select **Run Program**, choose your discipline. Example... **MS 8i Highways**
3. Select a project number from **Available Accounts** and then highlight it within the **Frequently Used Accounts**.
4. Select the correct **Resource Type**.
5. Click on the **Start** button.

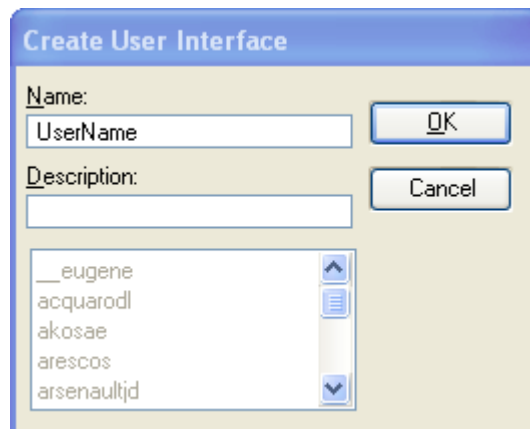
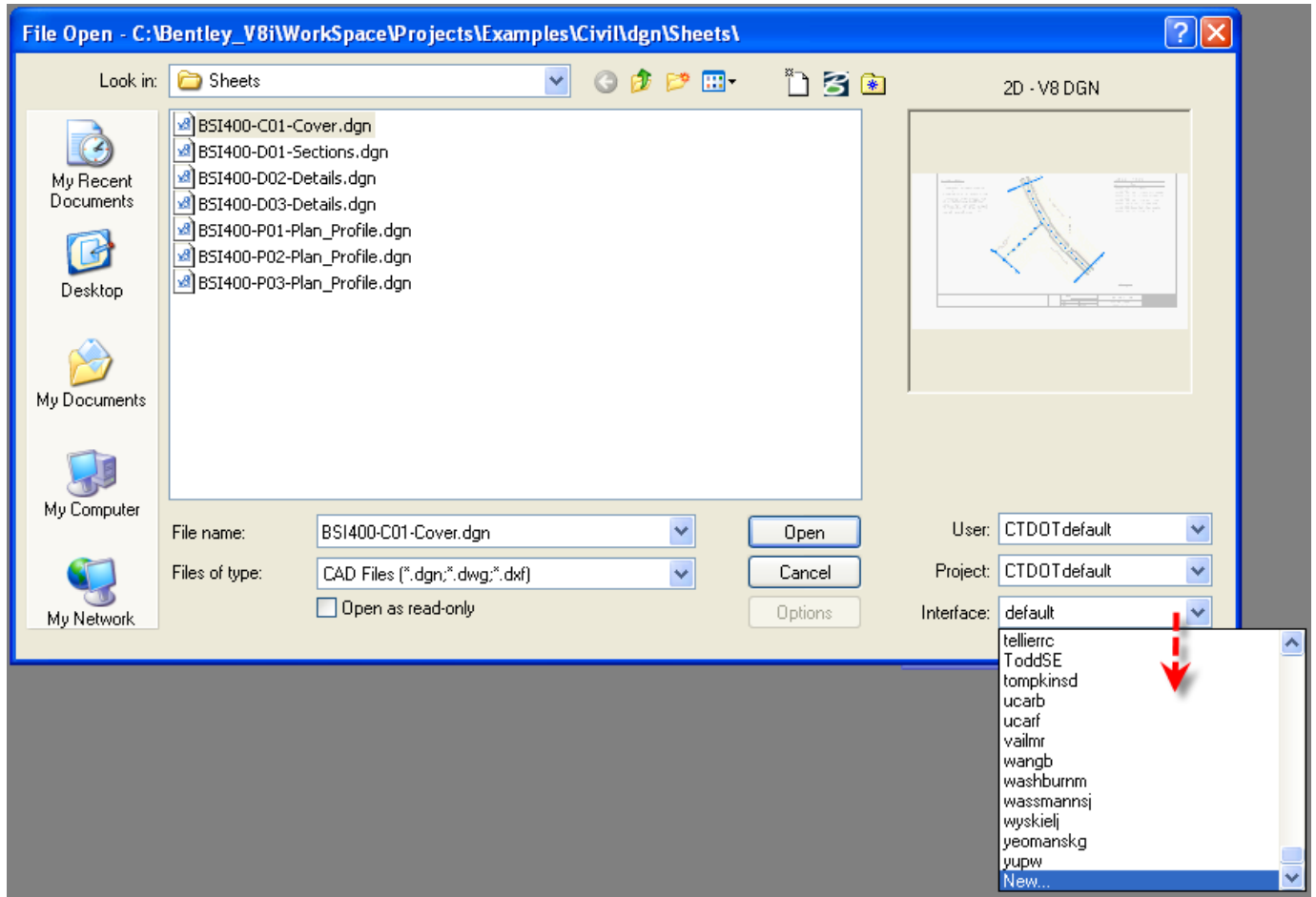
A screenshot of the 'CT DOT Accounting Menu' dialog box. The window has a blue title bar. Inside, there's a 'Run Program:' dropdown menu set to 'MS 8i Highways' with a red box and arrow labeled '2' pointing to it. To its right is a 'Start' button circled in red with a red box and arrow labeled '5' pointing to it. Below 'Run Program' is 'Elapsed Time' set to 'Inactive' and a 'Close' button. The 'Selected Account:' field shows 'DOT57113-0006-0117CN-IN01'. There are two list boxes: 'Frequently Used Accounts' on the left and 'Available Accounts' on the right. The 'Frequently Used Accounts' list has 'DOT57113-0006-0117CN-IN01' selected, with a red box and arrow labeled '3' pointing to it. The 'Available Accounts' list has 'DOT57113-0006-0117CN-IN01' selected. Below these lists is a 'Clear Frequently Used Accounts' button. The 'Resource Type:' dropdown is set to 'PE153' with a red box and arrow labeled '4' pointing to it. Below that is 'Limit to Project #' with a red box and arrow labeled '4' pointing to it, and a 'Filter' button. To the right is a 'Show All Projects' button. At the bottom, there's an 'Instructions' section with the text 'Select a program to run, then click 'Start''. Below that are fields for 'User' (RICHARDEH), 'Computer' (DOT-WH3OQA14), 'Process: (none)', and 'Share: \WSH3DGS07\Accounting'.

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6. The first time into MicroStation the “out of the box” MicroStation Manager Interface will appear. Select the **Interface** pull down **first**, pick **new** and type in your **user name**. It must match your computer login exactly and it is case sensitive. Click the **OK** button.

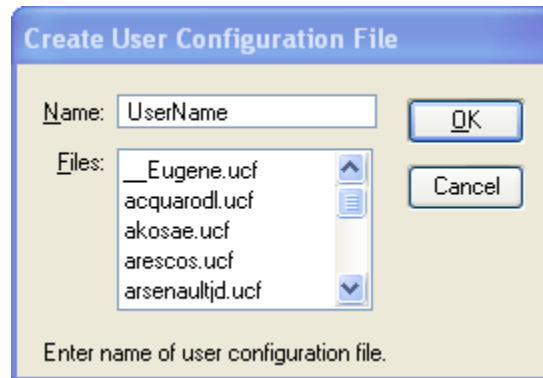
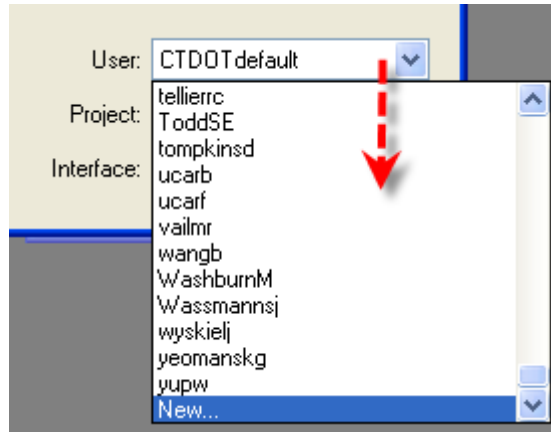


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7. Select the **User** pull down second, pick **new** and type in your **user name**. This will create your user configuration file (.ucf). Click the **OK** button.



8. In the **Project** drop down select one of your design projects.
9. Browse to any .dgn file, **open** the file and then immediately **close** the file.
10. The next time you go into MicroStation you should see the CTDOT MicroStation Interface, be sure to pick a project in the lower right corner of the interface window and proceed.